

***State of Washington  
Department of Transportation  
Notice to Consultants  
Tacoma Narrows Bridge Event Planning, Coordination &  
Management Services***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide Event Planning, Coordination, and Management for the grand opening of the new Tacoma Narrows Bridge project. The approximate dollar value of the consultant agreement will be \$350,000. WSDOT may award one (1) agreement. The agreement will be for approximately one (1) year in duration with the option for WSDOT to extend it for additional time if necessary.

**Project Description**

On-Call consultant services are needed to help plan, coordinate and implement the grand opening ceremony/activities for the new Tacoma Narrows Bridge (TNB.) WSDOT seeks to hire an event management firm with collective expertise in the following services:

- Event Concept Development;
- Timeline Development;
- Budget Planning and Analysis;
- Logistics Management for Transportation Public Safety & Security;
- Food Services; and
- Entertainment;

The selected consultant will also secure permits, insurance, and provide on-site management for the event day(s.)

The opening is scheduled for summer 2007 (tentatively June 2007) and will require a highly integrated and coordinated approach.

**Evaluation Criteria**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this project. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firm(s) on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime and Sub-Consultant);
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach;
6. References/past performances (Prime Consultant Only); and
7. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

WSDOT may conduct interviews during the selection process, but selection can be made based on information provided in the submittals without an interview phase.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested as well as a point value assigned to each criterion.

### **Submittals**

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty-five (25) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to evaluation Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of the following information only:

- Your letter of transmittal;
- Your response to evaluation criteria 6 and 7; and
- Your Submittal Information Packet forms for you as the prime and all of your proposed sub-consultants.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, the name of your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Friday, August 11, 2006:

Director, Consultant Services  
Washington State Department of Transportation  
7345 Linderson Way SW  
Tumwater, WA 98501-6504

Note: Please be aware that if you mail your submittal utilizing the United States Postal Service (USPS), an additional two (2) working days will be added to the delivery time due to the fact that all State Agency mail must go through an internal Campus Mail system first before it reaches its final destination. Submittals mailed via USPS, including next day deliveries, must account for this added delivery time in order for the submittal to reach the Consultant Services office by the due date and time.

Any questions regarding the submittal process should be directed to the Consultant Services Office at 360-705-7106. All questions regarding the technical aspect of this request should be directed to Ms. Filiz Satir, Communications Manager for the TNB project at 253-534-4670.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, July 27, 2006, and Thursday, August 3, 2006.

Submittal Due Date: Friday, August 11, 2006, 5 p.m.